

Step 1 – Gather Information

Current Career Issues

- Do I need to improve performance in certain areas of my current job? _____
- Do I need to you need to update my skills or expertise to keep up with the changing technologies or state-of-the art knowledge? _____
- Do I want to prepare for a promotion or move to the next higher level of responsibility? _____
- Do I want to broaden my skills or expertise to allow more flexibility for future job moves? _|_____

Knowledge of Work Environment

- What are my organization's changing needs and what new expertise and skills will be required to meet those needs?
- What opportunities are available for developing this new expertise and skills? These might include work experiences, training, rotational assignments, professional conferences, and mentoring.
- How might my role change in my organization? How can I prepare for or develop new skills for these changes?

Knowledge of Self-Assessment

- What new developments in my organization or field interest me the most?
- What are my current strengths for pursuing these interests? What do I need to do to get involved in these new developments?
- During the past several years, what I have I enjoyed doing the most? What work -- experiences, learning, skill building -- would help me grow in areas that give me the greatest satisfaction?
- What issues outside of work – such as health, family, financial, and social -- do I need to consider that will may impact my career plans?

Integration of Knowledge of Self and Work Environment

- In what areas do my interests and personal plans overlap with the changing needs of my organization?
- What knowledge, skills or abilities are important for increasing or maintaining the quality of my performance in my present assignments?
- What knowledge, skills or abilities would help prepare me for opportunities or roles I might have in the future?

Development of Goal Statement

What I want to accomplish by this time next year? What skills and knowledge are required to do this?

What I want to accomplish in two years? What skills and knowledge are required to do this?

What I want to accomplish in three years? What skills and knowledge are required to do this?

What barriers or obstacles might prevent me from accomplishing my goals on time?

What can I do to overcome these barriers or obstacles? What resources are available to help me?

Method for Taking Action

What actions to I need to take to achieve my goals. These may include:

- ☐ Taking new assignments in their current job
- ☐ Rotating to a different project/job
- ☐ Seeking a mentor
- ☐ Volunteering for a task force
- ☐ Obtaining on-the-job guidance from someone who is more expert in a specific area Attending seminars and conferences
- ☐ Enrolling in college courses
- ☐ Attending commercial courses
- ☐ Using self-paced learning such as books, videos, and computer-based instruction
- ☐ Pursuing an academic degree or additional credential
- ☐ Conducting informational interviews
- ☐ Moving to a new job within the organization
- ☐ Other _____

Developmental Goals	Skills Developed	Developmental Activities	Deadline	Resources	Achievement Review	Date Completed
I have these personal goals for next year	I will need to develop these skills	I will pursue these developmental activities	I will complete the goal by this date	I will need these resources	I will measure my progress by	This goal was completed on this date
Goal 1						
Goal 2						
Goal 3						